

## Marin County Free Library Instructions for Saving Computer Files

You may save a file to a temporary directory on the library's public access computers. This will only remain in that directory until your session ends, so it is essential that you transfer it to another storage device. Here are your options:

**E-mail the file(s) to yourself as an attachment.** You are able to do this only if you have already established an e-mail account and the file is saved on a temporary drive, (or a flash drive or floppy disk). Free accounts are available through Yahoo, Hotmail and other vendors. If you do not already have an e-mail account, setting one up may require 20 minutes or more. The library reference staff can provide you with additional information.

**Save your file(s) to a flash drive.** A flash drive (also called a jump drive) is a small memory device that plugs into a computer's USB (Universal Serial Bus) connection.

Flash drives are available for \$14.00 (the library's actual cost) at the reference desk. These flash drives have 128 mgs of memory. Flash drives with much larger memories are available in stores and on the Internet.

**Save your file(s) to a floppy disk.** This option is no longer recommended because the disks themselves may be unreliable, floppy drives have a high failure rate and attempting to use a floppy disk in computers with different operating systems may cause the disk to fail. Files may not be retrievable. Floppy disks hold 1.44 mgs of information, which is generally adequate for text documents but not enough for saving images.

- Floppy disks are available for sale at the reference desk for \$1.00

A little information on saving files:

- The library's temporary drive is "Local Disk (T):"
- A floppy disk is generally "3 ½" Floppy (A):" The slot is in the front of the computer
- A flash drive is generally "Removable disk (E): (may be F, G, etc.). The slot for it will be in the front of the computer or an adapter cord

To save a file:

- Insert the floppy disk or flash drive
- Open the file
- Click on *File* in the upper left corner
- Click on *Save As*
- In the next window, click the *Desktop icon*
- Select *My Computer* from the list and click on it
- Select the *correct drive* to save the file to
- In the window labeled "File Name" type in a name for your file (e.g. my resume). Click on *Save* in the lower right corner.

To safely remove a flash drive from the computer:

- Close all files that have been saved onto the flash drive
- Double click on the *hot shoe icon* in the lower right hand corner of the screen (usually a green arrow over a gray picture of a flash drive)
- In the *Safely Remove Hardware* dialog box that pops up, "USB Mass Storage device" should be highlighted. **Click on "Stop"**
- In the *Stop a Hardware device* dialog box that pops up, "USB Mass Storage device" should be highlighted. **Click on "Ok"**.
- You should see a message "Safe to Remove Hardware" and you can now **unplug the flash drive**
- Please ask for assistance at the Reference Desk if needed.

